



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
LAND COMPONENT, JOINT FORCES HEADQUARTERS KANSAS  
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TOPEKA, KS 66611-1287

NGKS-PEZ

26 October 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction for 2013 EPS Board

1. References:

- a. Chapter 7, AR 600-8-19 (Enlisted Promotions and Reductions)
- b. NGR 600-200 (Enlisted Personnel Management)
- c. NGB ARH Policy Memorandum #09-047a
- d. NGB HRH Policy Memorandum #11-025
- e. NGB HRH Policy Memorandum #10-041
- f. NGB HRH Policy Memorandum #12-057

2. The purpose of this MOI and accompany annexes is to provide complete instructions for Commanders and staff to complete necessary requirements for promotions. Key changes are: Supplemental board details. Changes to an automatic fill process. Implementing a requirement to achieve a 3+ board score to be eligible to be placed on the list for E9 or 1SG Best Qualified. Soldiers are considered below the zone when they fail to meet minimum board points of 3+ on the National Guard Automated Boards System (NGABS). However, removed Soldiers may be considered for promotion through the exhausted list procedures.

3. Board dates and instructions will be announced in a separate MOI. Listed in Annex A and B are the eligibility criteria for each pay grade and instructions for turn-in of the pre-board promotion documents. Promotion boards for Staff Sergeant through Sergeant Major will be conducted using the Automated Board System and Vote Program.

FOR THE ADJUTANT GENERAL:

MICHAEL A. ERWIN  
COL, GS, KSARNG  
Military Personnel Officer

Encl

1. RFF Checklist

DISTRIBUTION:

Cdr, 35<sup>th</sup> Infantry Division  
Cdr, 635<sup>th</sup> Regional Support Group  
Cdr, 69<sup>th</sup> Troop Command  
Cdr, 235<sup>th</sup> Regiment  
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Annex A – Eligibility criteria and pre-board instructions

1. The Criteria Eligibility Date used to determine Date of Rank (DOR), Time in Grade (TIG), and current APFT is 1 March 2013. The 2013 Enlisted Promotion Board eligibility requirements to be boarded for all personnel are as follows:

a. E9 criteria: 24 months DOR – 16 years TIS – 10 years CES

- (1) Date of Rank (DOR) of 1 March 2011 (110301) and older.
- (2) PEBD of 1 March 1997 (970301) and older.
- (3) DOB after 1 Mar 1957
- (4) Be qualified in a Primary MOS and awarded a skill level of 5.
- (5) Must be eligible to attend and complete the USASMA.

b. E8 criteria: 24 months DOR – 13 years TIS – 8 years CES

- (1) Date of Rank (DOR) of 1 March 2011 (110301) and older.
- (2) PEBD of 1 March 2000 (000301) and older.
- (3) Be qualified in a Primary MOS and awarded a skill level of 4.
- (4) SLC/ANCOC Graduate.

c. E7 criteria: 24 months DOR – 9 years TIS – 6 years CES

- (1) Date of Rank (DOR) of 1 March 2011 (110301) and older.
- (2) PEBD of 1 March 2004 (040301) and older.
- (3) Be qualified in a Primary MOS and awarded a skill level of 3.
- (4) ALC/BNCOC Graduate.

d. E6 criteria: 18 months DOR

- (1) Date of Rank (DOR) of 1 Sep 2011(110901) or older.
- (2) Be qualified in a Primary MOS and awarded a skill level of 2.
- (3) WLC/PLDC Graduate.

e. E5 criteria: 12 months DOR

- (1) Date of Rank (DOR) of 1 March 2012 (120301) or older.
- (2) Be qualified in a Primary MOS and awarded a skill level of 1.

2. The Promotion Eligibility Roster (PER), initial individual Form 4100-1-R-E for each eligible Soldier, Leadership Appraisal Forms for E4s, and Commander's Instructions were sent on 1 October 2012 to each MSC. The MSC's are responsible for forwarding to their subordinate units.

3. Commanders will ensure the following actions are accomplished prior to signing the Promotion Eligibility Roster (PER).

- a. All Soldiers are counseled regarding their NGB Form 4100 and how to have changes made to the SIDPERS database. This responsibility may be delegated down to the First Sergeant and First Line Leader.
- b. Commanders will line through Soldier listed on PER who will not be boarded and state why. The following criteria will be used to delete Soldiers from the PER:

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Annex A – Eligibility criteria and pre-board instructions

(1) Line through Soldiers who are recent losses (i.e. discharged, pending discharge and coded 999L or 999E in SIDPERS, transferred to another unit). Include the effective date of discharge or transfer.

(2) Line through Soldiers who have been formally counseled by the commander for non-consideration for the Promotion Board. Counseling statement along with DA Form 4187 must be forwarded with the PER. Commanders should only board Soldiers who are ready for promotion; Soldiers are not required to be boarded every year. There is no reason to submit a Soldier before this board if they are not ready and eligible IAW Reference 1a. Use paragraph 7-33 of reference 1a as the guide for this action.

(3) Soldiers who are not available to process their NGB Form 4100 due to the following reasons will not be contacted while in this status:

(a) Unsatisfactory participation.

(b) Absence without leave (AWOL)

(c) Soldiers participating in OCS, WOCS, SMP, or member of the Inactive National Guard (ING).

(e) Civilian confinement

c. Commanders will add Soldiers to the PER who are recent accessions to the KSARNG. Accessions after 31 January 2013 will require a stand by board requested by the Soldier and chain of command. This must be accomplished NLT 90 days after publishing of the list in March 2013.

4. The new 4100 website will be the primary means of signing 4100s starting 01 October 2012 in preparation for the 2013 promotion board.

5. The following instructions are provided to complete NGB Form 4100:

- a. The website is located on the state intra-web <http://ngksc2-intraweb/ks4100>. After Soldier has been counseled on assignment option meanings and changes to fill procedures, Soldiers will access the website through a Kansas network computer. Soldiers will be required to digitally sign on a Kansas computer.
- b. The Soldier will enter their last name, last four of their social security number, and DOB to access their 4100.
- c. All soldiers must complete Section IV (VERIFICATION) of the NGB Form 4100:
- d. Soldiers will then choose "I DO" or "I DO NOT WANT TO BE CONSIDERED FOR MILITARY PROMOTION AND EDUCATION".
- e. Check one of the five assignment options.
- f. Check box labeled "SIGNATURE ACKNOWLEDGMENT". Signature acknowledges acceptance of the new process of automatic selection based off of assignment options.
- g. The Soldier will then click save at the bottom of the form. The 4100 will save in the system and reappear one last time for printing. This is to provide the Soldier with their own copy if they wish.

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Annex A – Eligibility criteria and pre-board instruction

Note the date and CAC card logged onto the system are recorded in the next line.

- h. All Soldiers must sign and date NGB Form 4100-1-R-E. Failure to sign will result in removal from the list.
  - i. 4100 for Senior Leaders (E6-E8) will require Commanders approval. Commanders will use the "COMMANDERS LOGIN" to view Senior 4100s that require their signature. Senior 4100s require the Soldier's signature as well as the Commander's signature to be considered complete.
  - j. If a Soldier is not present for drill between October and January a member of the Soldier's unit is required to log into the website and select their option per voco. It is mandatory for full-time staff to keep a log of all Soldiers they mark per voco.
6. When a Soldier is transferred, their new UIC will be reflected on their 4100 after the weekly update. It will also be reflected on the weekly report of Soldiers who have not yet signed their 4100s. If a Soldier is going to be discharged or Interstate Transferred (IST) before 1 March 2013, please ensure that they still log in and sign their 4100.
7. Newly accessed Soldiers will be loaded into the website during the regular scheduled update every Friday.
8. SPC/CPL to SGT Promotion – **Units will return 3 each paper copy NGB Form 4101-1-R-E on each eligible SPC/CPL.** The First Line Leader, the Platoon Sergeant and the First Sergeant will each complete 1 appraisal worksheet on each eligible SPC/CPL. The average of these scores will determine the board scores for the Soldier.
9. Soldiers boarded for SSG will be scored using both administrative and leadership points. Commanders must fill out the commander's validation in block 13. If they wish to deny consideration, this denial must be completed in accordance with paragraph 7-33, AR 600-8-19.
10. Soldiers being boarded for SFC, MSG, and SGM – Soldier responsibilities: verify data in blocks 1-12, make an election to be considered or not considered, elect their assignment option, and sign/date the form (block 13). Commanders must fill out the commander's validation in block 13. If they wish to deny consideration, this denial must be completed in accordance with paragraph 7-33, AR 600-8-19.
11. Soldiers in the ranks of SFC and MSG who want to be considered for the 1SG Best Qualified Board must do so on a DA 4187. There will be a sample DA 4187 sent with the other pre-board documents via email. The DA 4187 must be signed by the Soldier, approved by the unit Commander, and be recommended for approval through the Battalion and Brigade Command Sergeant Major on a DA 4187-1-R.
12. Soldiers in all ranks will be considered in their Career Progression MOS (CPMOS). This will be their PMOS as of 1 January 2013. Requests for consideration outside of their PMOS must be routed through the chain of command with Battalion and Brigade CSM endorsement's, recommended for approval by the Board President, and approved by the MILPO. This request should be done prior to the conduct of the board. However, those received after the conduct of the board will be considered on a case by case basis.
13. SIDPERS will run new PERS on 1 December 2012 to ensure that all Soldiers are accounted for. Units are required to turn in the PERS with the run date of 1 December 2012, SPC/CPL appraisal worksheets, and First Best Qualified Board paperwork to G1- E no later than 31 December 2012.

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Annex B – Local Supplemental Database EPS Data Capture Sheet

LOCAL SUPPLEMENTAL DATABASE KSARNG  
EPS DATA CAPTURE

1. Prepare one capture sheet for each E4 through E8 in the unit. (E1 thru E3 are not required but it is recommended to have the capture sheet done on all enlisted unit members).
2. Type or print (ink) name and SSAN.
3. The following entries should be made in pencil as they are subject to change from time to time:
  - a. Latest Wpns Qual
  - b. Yr-Mo-Last Wpns Qualification
  - c. Weapon Fired
  - d. Civilian Ed Sem Hrs
  - e. Mil Ed Hrs Comp
  - f. Other Resident Courses
  - g. NCOES Level
  - h. End Date Last NCO School
  - i. Date Last APFT
  - j. APFT Score
  - k. Pass – Fail
4. The award column entries should contain the required code for the particular award. The code should be done in ink or typed as it will never change. The "Date of Last" and "how many" columns should be completed in pencil as they are subject to change.
5. The "Military Education Capture" column and the "WEEKS" column should be in ink or typed as they will never change.
6. It is important to read the instructions in small print beneath each entry and at the bottom of the capture sheet.
7. Do the capture sheets once. Store them in a notebook or a file until an update is needed. When a change occurs, make the entry on your file copy, make copies of the supporting document and capture sheet. Highlight the change(s) on the capture sheet copy. Attach the supporting document(s) and forward to SIDPERS using iPERMS. Do not make copies of items already in iPERMS. Annotate on the LSDB data capture the item name and date.

LOCAL SUPPLEMENTAL DATABASE KSARNG  
EPS DATA CAPTURE

Acceptable supporting documentation and entry instruction (Note: information to be updated must be highlighted or marked with an asterisk(\*) next to the entry)

1. WEAPONS QUALIFICATION – completed by unit full time manning via the DBIW website; must be in accordance with AR 350-1 with the correct assigned weapon.
2. CIVILIAN EDUCATION SEMESTER HOURS – Figure 7-6 (field 28) AR 600-8-19. Legible copies of Official Transcripts are the best evidence. Official College Diplomas are acceptable. Trade, business, or Vocational School Completion Certificates are acceptable as long as the number of clock, classroom or quarter hours are listed on the certificate. Any questions, please call PISB.

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3. MILITARY EDUCATION HOURS COMPLETED (Correspondence Courses) – Figure 7-6 (field 27) AR 600-8-19. LEGIBLE copies of sub course or course completion certificates, ACCP(including Army Smart Force Program and Federal Emergency Management Agency courses through the Emergency Management Institute). Ensure the submitted data does not duplicate previous submissions.
4. OTHER RESIDENT COURSES – Figure 7-6 (field 26) AR 600-8-19. First complete the Column titled MILITARY EDUCATION CAPTURE on the bottom half of the Capture Sheet. List course name, month and year completed as well as hours, days, or weeks completed. List ONLY those military resident courses that are one week or 40 hours or longer in duration. Do not combine courses of a shorter duration to equal the acceptable course length and do not list Soldiers first AIT course or equivalent and do not list NCOES (WLC/PLDC, ALC/BNCOC, SLC/ANCOC and USASMC) courses (exception: when the Soldier has, for some reason graduated twice from same course and has documentation). Acceptable supporting documentation includes DA Form 1059, school certificates containing dates or total hours of course, and ATRRS RS screen(must be expanded view which shows beginning and end dates).
5. DATE LAST APFT/APFT/PASS-FAIL - Self explanatory – requires only the last APFT DATE, SCORE and whether the individual passed or failed. Special cases, i.e.; scores obtained as a result of permanent and temporary profiles are explained in Figure 7-6 (field 25) AR 600-8-19. Use DBIW for input.
6. AWARDS – Figure 7-6 (Section II) AR 600-8-19. List all awards (Federal and State) the Soldier is entitled to. Use only the approved SIDPERS AWARD CODE as indicated in KS Reg 600-8-22. ie; MILDECMA (Army Commendation Medal), DATE OF LATEST 061025 , HOW MANY 02. State awards from other states are currently not able to be input into SIDPERS. Points will need to be added manually before the list is released.



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Annex C – Special Fill Requests

1. Instructor positions at Kansas Regional Training Institute (KSRTI) – KSRTI/Enlisted Personnel will use the following criteria for fill requests:

a. First priority will be given to Soldiers holding the 5-character MOS (already qualified and holding a SQI of 8). This would be for specific MOS instructor positions for classes taught (88M, 68W, etc) that hold the "8". For non- MOS specific instructors it would be MOS non-specific ranked by points to those holding "8".

b. Second priority is to Soldiers holding the MOS, but lacking the 8 SQI. This would be for specific MOS instructor positions for classes taught (88M, 68W, etc). For non-MOS specific instructors it would be MOS non-specific ranked by points.

2. Soldiers assigned to Weapons of Mass Destruction Civil Support Teams (WMD-CST) are governed by NGB-ARH Memo #06-039 dated 19 December 2006. Soldiers selected for WMD-CST positions may not be promoted until they are both MOS and SQI qualified for the CST position. WMD-CST position priority of fill will be to Soldiers awarded the "R" SQI.

3. Per NGB-ARH Policy Memo #10-007, both traditional and Title 32 AGR Soldiers selected for a Title 32 AGR position after the promotion list was exhausted of AGR personnel, may be promoted immediately upon assignment, provided the Soldier is on a valid promotion list and holds the MOS.

4. For flight company positions, the following will apply:

a. If a Soldier accepts an EPS letter for a flight position, they will not be promoted until a qualifying flight physical is approved. Once a flight physical is approved, however, the date of rank will be the date the acceptance letter was signed. It may take up to three months before a qualifying flight physical is approved.

b. If a Soldier fails to attain a qualifying flight physical, they will not be removed from the current EPS list.

c. If a Soldier does not wish to perform flight duties, they can decline the position without being removed from the EPS list.

6. Any other slots that unit's deem mission essential may be requested to be filled under procedures from this annex. This request must be approved by the G1 prior to fill.



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Annex D- First Sergeant Fill Request

1. In accordance with para 7-41, AR 600-8-19, the KSARNG will fill all First Sergeant (1SG) positions using the interview process of Soldiers found best qualified in the annual board process.
2. The COL (O6) commander that has the vacancy within their command will direct the interview process in conjunction with their CSM. The MSC with the vacancy will coordinate with G1-E to announce the vacancy via statewide announcement to eligible Soldiers. The following items will be adhered to during this process:
  - a. Composition of the Board- the board will be comprised of three current sitting CSMs which will come from within the Brigade and Battalion in which the vacancy exists. Brigade CSM will be the selection board president.
  - b. The unit Commander with the 1SG vacancy is encouraged to advise the board of any specific qualities or qualifications desired. However, this criteria cannot add to the requirements of AR 600-8-19.
  - c. The outgoing 1SG can sit as a non-voting member of the board if the Brigade CSM so desires.
    - (1) The board will consider all qualified candidates as long as they are on the current 1SG Best Qualified List.
    - (2) The interview board president will submit the results and recommended selection thru the O6 Commander for the promotion authority. The O6 Commander must concur or non-concur with the recommendation in writing. The Land Component CSM will work with the O6 Commander and their CSM to resolve a non-concur by the O6 Commander.
3. Upon selection of the qualified applicant, the MSC will notify G1-E and coordinate for promotion/lateral orders. See Annex E Request for Fill and Figure E-1
4. Any deviation from this will have written approval from the Land Component CSM prior to taking any action to fill a 1SG position.
5. There will be no Stand-by Board Request (STAB) requests entertained for 1SG Best Qualified Board. All requests must be turned in by 31 December 2012.

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Annex E- Request for Fill process

1. After procedures out of NGR 600-200 chapter 4 have been completed without the vacant position being filled, the unit will request a fill through channels. After a Request for Fill worksheet is received by a unit they will identify the highest promotable Soldier on the worksheet using APFT, height/weight, profiles or other flagging criteria. The unit must contact Soldiers that do not meet remaining service obligations for their consideration to extend.
2. When a Soldier is identified for promotion from the Request for Fill worksheet, they will not require a letter of acceptance for the promotion unless exhausted list procedures are used or they are a special fill request (see Annex C).
3. The unit will forward all relevant document and PARS to G1-E for promotion.
4. If a Soldier decides they did not want the promotion, they will be instructed on the process of requesting an administrative reduction and movement back to their previous position.
5. Positions with Soldiers coded excess as 999L (projected loss), are eligible to have control numbers issued against their position as long as there are no other excess positions in that grade and UIC. Control numbers will be issued and a promotable Soldier will be selected. The promotion will not be published until the day after the position is vacated. The effective date of promotion is the day after the effective date of the discharge of the Soldier vacating the position.
  - a. Soldier selected must remain promotable from the day the control number issued, until the effective date of the promotion.
  - b. The Soldier must remain in a promotable status, counseling is imperative as to the requirements they must continue to meet.
6. Soldiers selected under Exhausted Procedure "D" (See Annex F) will be promoted effective the day the list is published the following year if they are on the promotion list. Units will ensure that the soldier meets their remaining service obligation and submit promotion PARs to state. The EPS control number will be the control number that was issued to them from the prior year.

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Annex F- Exhausted Procedures

1. If all eligible and available Soldiers on the current EPS list are exhausted, we will then use the following procedures to fill the vacant position. Unit must request exhausted list names through their Brigade to G1.

a. Identify Soldiers that were rated below the zone for selection with the correct assignment option selection. List will be followed in sequence. Soldiers who decline will be removed from the list.

b. Soldiers on the list with CPMOS that have chosen a different option. List will be followed in sequence. Soldiers who decline will not be removed from the list.

c. Identify Soldiers in next lower grade who are on the EPS list that hold the MOS as a secondary or additional. Those Soldiers will be offered the position in sequence according to their total EPS score with regard to their assignment option. This will also include those Soldiers below the zone with a different option. Soldiers, who decline, will not be removed from the list.

d. EPS list is exhausted and the control number will be cancelled.

e. State Wide Vacancy Announcement. ARNG-HRH State Wide Vacancy Announcement (SWVA) Procedures (PPOM#12-057). The G1 may advertise a vacancy through a SWVA for promotion consideration.

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Annex G- Supplemental Board Instructions

1. A supplemental board will be held during the month of August for Soldiers in the grade of SPC and SGT. There will be a separate LOI released for this board detailing the time and location. Soldiers that have become promotable between 1 March and 1 September will be boarded on the supplementary board. This includes Soldier that previously did not meet TIG, TIS, NCOES, and other various promotion requirements.

a. E6 criteria: 18 months DOR

- (1) Date of Rank (DOR) of 1 March 2012 (120301) or older.
- (2) Be qualified in a Primary MOS and awarded a skill level of 2.
- (3) WLC/PLDC Graduate.

b. E5 criteria: 12 months DOR

- (1) Date of Rank (DOR) of 1 September 2012 (120901) or older.
- (2) Be qualified in a Primary MOS and awarded a skill level of 1.

2. They will be integrated onto the list effective the first Friday of September. Their administrative points will be as of 1 March. Soldiers being boarded on the supplementary board will be required to log in and sign their 4100 on the 4100 website between 1 July and 1 September.

3. Board members must have served as a board member on the previous board. They must continue to meet APFT and HT/WT requirements.

## Checklist/Timeline for Request for Fill

### 1. Commanders will fill unit NCO vacancies utilizing the following priority sequence in order as listed below *IAW NGR 600-200 4-10d*

- ☐ a. Priority Placement List (AGR only and G1-E will verify with HRO).
- ☐ b. Excess personnel (Unit will use Brigade PSNCO to verify excess).
- ☐ c. Lateral assignment
- ☐ d. Enlisted Promotion System

### 2. Unit processes request.

- ☐ a. Request forwarded to Battalion or higher headquarters. (No specific format) *Within two days*
- ☐ b. Request forwarded from Battalion to MSC. (Using official request format). *Within two days.*
- ☐ c. MSC forwards request to state. *Within two days.*

### 3. State issues control number and list with eligible Soldiers. *Within three days.*

*Soldiers will only receive letters if:*

- ☐ a. If Soldier is sent a special fill request. If declined the Soldier will not be removed from list. *See Annex C.*
- ☐ b. If the list is exhausted, unit will send out a exhausted letter. If declined the Soldier will not be removed from list. *See Annex F.*

### 4. Unit determines eligible Soldiers from the Request for Fill list (given by G1-E). NO LETTERS ARE REQUIRED. *Within three days.*

- ☐ a. Is the Soldier without appropriate security clearance or favorable security investigation? *AR 600-8-19 para 7-4 (c)*
- ☐ b. Is the Soldier an unsatisfactory participant? Nine or more declared unexcused absences? *AR 600-8-19 para, 7-4 (e)*
- ☐ c. Did the Soldier have an unexcused absence from annual training? *AR 600-8-19, para 7-4 (g)*
- ☐ d. Is the Soldier AWOL? *AR 600-8-19, para 7-4*
- ☐ e. Has the Soldier been selected for elimination by the Enlisted Qualitative Retention Board (QRB)? *AR 600-8-19, para 7-4 2i*
- ☐ f. Is the Soldier Flagged? *AR 600-8-1-19, para 7-4 2l*
- ☐ g. Is the Soldier assigned to or in the processed in the ING? *AR 600-8-19, para 7-4 2m*

***If yes, on any of the questions above, Soldier is not eligible for promotion. Skip and annotate on the RFF***

- ☐ h. SGM, MSG, SFC will incur a 36-month service obligation upon accepting promotion *ARNG-HRH Policy #11-029*
- ☐ i. SSG, SGT will incur a 12-month service obligation upon accepting promotion *AR 600-8-19, para 7-8*
- ☐ j. If Soldier does not wish to extend for promotion annotate on the Request for Fill worksheet. Soldier will be removed from the list for declination of promotion.

### 6. Promotion packet sent to state via Battalion/MS. *Within three days*

*Promotion Packet contents:*

- ☐ a. Signed letter from Soldier (only for special fills in block 3).
- ☐ b. DA 705/APFT. Dated within one year of a Soldier signing the letter and before the control number was issued. Six months for AGRs.
- ☐ c. DA 5500 /5501 dtd Jun 2010-Body Fat Composition. Only needed if Soldier has failed height and weight on the DA 705.
- ☐ d. Semi-Annual Weigh in. Use if the Soldier's DA 705 is more than six months old. Must be dated within six months of Soldier signing the letter and before control number was issued.
- ☐ e. Profile. Required if Soldier takes alternate event or is exempt from an APFT event. Profile cannot exceed five years from date that Soldier signed the acceptance letter.
- ☐ f. Other Soldier's declination letters. Use when applicable. Used when a Soldier declines a promotion and is above the Soldier on the EPS list accepting the position.
- ☐ g. Request for fill sheet. If Soldier is not number one on EPS list, then annotate as to why other Soldier(s) were skipped.

### 7. Orders Published *Within three days*

*PARS are submitted by the losing unit and are submitted on the same day as the packet*

- ☐ a. If the Soldier is promoted in the same unit, submit a promotion PAR.
- ☐ b. If the Soldier is promoted in a different unit, their assigned unit submits promotion and transfer PAR.
- ☐ c. If the Soldier is promoted during mobilization, Soldier's assigned unit submits deployed promotion PAR.

***The timeline from start to finish should be less than 30 days.***